



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

SCHEDULE TITLE: Federal Supply Schedule 00CORP Professional Services Schedule

SPECIAL ITEM NUMBER:

520 3 Due Diligence and Support Services
520 5 Loan Servicing & Asset Management
520 3 RC Due Diligence and Support Services
520 5 RC Loan Servicing & Asset Management

CONTRACT NUMBER: GS-23F-0076Y

CONTRACT PERIOD: September 13th, 2012 – September 12th, 2017

For more information on ordering from Federal Supply Schedules click on the **GSA** Schedules **link** at www.gsa.gov

CONTRACTOR: **Reno/Tahoe Realty Group, LLC**
521 Gordon Ave
Reno, NV 89509
Phone: 775-473-8901
E-Mail: terryrasner@msn.com

CONTRACTOR'S ADMINISTRATION SOURCE: Terry Rasner-Yacenda
Phone: 775-473-8901
E-Mail: terryrasner@msn.com

BUSINESS SIZE: Small Business

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	Description
520 3	Due Diligence and Support Services
520 5	Loan Servicing & Asset Management
520 3	RC Due Diligence and Support Services
520 5	RC Loan Servicing & Asset Management

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

(Government net price based on a unit of one): See below table

2. MAXIMUM ORDER: \$1,000,000

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: 48 Contiguous States, DC, AK, HI, PR

5. POINT(S) OF PRODUCTION: USA

6. DISCOUNT FROM LIST PRICES: 3.5%. Prices shown on GSA Advantage are net discounted prices.

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: Net 30 Days.

9a Government Purchase Cards are accepted at or below the micro-purchase threshold.

9b Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: 30 DARO

11b. EXPEDITED DELIVERY: Contact the Contractor for rates.

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact the Contractor for rates.

11d. URGENT REQUIRMENTS: Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination

13a. ORDERING ADDRESS: Same as Contractor's address.

13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3

14. **PAYMENT ADDRESS:** Same as Contractor's address.
15. **WARRANTY PROVISION:** Standard Commercial Manufacturer Warranty.
- 15a. **RETURN/RESTOCKING POLICY:** All returns must be authorized. Vendor will provide a Return Goods Authorization (RGA) to the customer agency. Restocking fee of 20% applies.
16. **EXPORT PACKING CHARGES:** Not applicable.
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**
Accepted at, below and above the micro-purchase level
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A.
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for electronic and information technology (EIT):** as applicable
25. **DUNS NUMBER:** 040587798
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

AWARD PRICE LIST

SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Minimum Education / Certification Level	Minimum Years of Experience (cannot be a range)	Unit of Issue (e.g. Hour, Task, Sq Ft)	Price Offered to GSA (including IFF)
520-5	Director	Bachelors	10	Hour	\$223.55
520-5	Senior Manager	Bachelors	6	Hour	\$162.60
520-5	Manager	Bachelors	5	Hour	\$140.12
520-5	Senior Specialist	Bachelors	4	Hour	\$148.02
520-5	Junior Specialist	Bachelors	2	Hour	\$111.14
520-5	Analyst	Bachelors	1	Hour	\$84.06

SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Unit of Issue (e.g. Hour, Task, Sq Ft)	Price Offered to GSA (including IFF)
520-3	Appraiser 1	Hour	\$341.14
520-3	Appraiser 2	Hour	\$341.14
520-3	Supervising Broker	Hour	\$269.32
520-3	Relocation Assistance 101	Hour	\$140.55
520-3	Appraiser 3	Hour	\$341.14
520-3	Appraiser 4	Hour	\$341.14
520-3	Appraiser 5	Hour	\$251.37
520-3	Appraiser 6	Hour	\$251.37
520-3	Contract Field Staff	Hour	\$224.43
520-3	Managing Broker	Hour	\$134.66
520-3	REO Dept. Mg.	Hour	\$179.55
520-3	Realtor	Hour	\$94.76

SIN:520 5 - Loan Servicing & Asset Management

Miscellaneous Services

Asset Management/Property Management fee

Please See Attached document- Description of Services

Unit of Issue:	Percentage Per Transaction
Overtime Rate:	-
GSA Price:	2.000%
09/13/2013 – 09/12/2014:	2.000%
09/13/2014 – 09/12/2015:	2.000%
09/13/2015 – 09/12/2016:	2.000%
09/13/2016 – 09/12/2017:	2.000%

LABOR CATEGORY DESCRIPTIONS

Director

Minimum Education: Bachelor's degree in Finance, Accounting, Information Systems, Business or other related functional or technical discipline.

Minimum Years of Experience: 10 years of financial services, real estate, government, or a related functional or technical discipline.

Functional Responsibilities: Oversees overall management of tasks and programs to ensure that activities are carried out in accordance with established specifications, schedules, and budgets. Responsible for project planning, contract start-up and administration, work flow design, staff training, and client management. Serves as the senior leader in the field and provides direction to managers, supervisors and team leaders. Serves as the main point of contact with the public and with clients. Assists clients in identifying business problems, developing solutions, and implementing changes that improve efficiencies, quality, and customer satisfaction. Advises client executives as a trusted thought leader. Coordinates interdepartmental functions in order to achieve project goals. Possesses a working knowledge of both commercial and residential real estate operations and market forces, and understands the industry, transactions, and government programs and initiatives.

Senior Manager

Minimum Education: Bachelor's degree in Finance, Accounting, Information Systems, Business or other related functional or technical discipline.

Minimum Years of Experience: 6 years of financial services, real estate, government, or a related functional or technical discipline.

Functional Responsibilities: Possesses a solid foundation in asset management and servicing, including financial modeling, risk management, accounting, economics or equivalent knowledge. Requires strong background in real estate principles and practices and contacts within the real estate industry. Possesses knowledge of both commercial and residential real estate operations and market forces. Knowledgeable about the real estate industry, transactions and government programs/initiatives. Understands financing, capital markets and Federal regulations related to asset management and servicing. Must possess client relationship skills. Must be able to train and mentor personnel.

Manager

Minimum Education: Bachelor's degree in Finance, Accounting, Information Systems, Business or other related functional or technical discipline.

Minimum Years of Experience: 5 years of financial services, real estate, government, or a related functional or technical discipline.

Functional Responsibilities: Manage multiple tasks and provide support and point of contact for the client. Experience implementing complex financial concepts with operational experience in accounting and finance functions.

Senior Specialist

Minimum Education: Bachelor's degree in Finance, Accounting, Information Systems, Business or other related functional or technical discipline.

Minimum Years of Experience: 4 years of financial services, real estate, government, or a related functional or technical discipline.

Functional Responsibilities: Provides data collection and compilation to support the project analysis. Provides preliminary analysis and conclusions to support the project completion. This individual shall work under the direction of senior personnel on the team to complete specific tasks in a timely and correct manner.

Junior Specialist

Minimum Education: Bachelor's Degree in relevant business or technical field.

Minimum Years of Experience: 2 Years experience. The individual shall possess a basic understanding of the technical requirements of the project and shall possess basic consulting skills. Requires analytical skills and attentiveness to detail. Must possess strong written and verbal communication skills.

Functional Responsibilities: Provides preliminary data collection, compilation and reporting to support the project analysis. This individual shall work under the direction of senior personnel on the team to complete specific tasks in a timely and correct manner.

Analyst

Minimum Education: Bachelor's Degree in relevant business or technical field or equivalent experience.

Minimum Years of Experience: 2 Years experience. The individual shall possess a basic understanding of the technical requirements of the project and shall possess basic consulting skills. Requires analytical skills and attentiveness to detail. Must possess strong written and verbal communication skills.

Functional Responsibilities: Develops and implements systems and creates and maintains databases. Prepares technical documentation, reports and other deliverables for client approval. Supports team and helps administer implementation. Participates in planning of engagement and is responsible for all tasks delegated by senior personnel.

Supervising Broker

Labor Category Description: Assists agencies in monitoring and maintaining asset properties. Upon foreclosure supervision of the initial servicing and preparation of the asset property for sale. Assigns BPO and Listing Realtors, and Contract Field Staff. or technical discipline; state-licensed Real Estate Broker or Broker/Salesperson.

Education Certs: Must have earned a Bachelor level college degree, be licensed as a Realtor with the Nevada Real Estate Division, and have earned additional credentials in ABR, GRI and BPO.

Years Of Experience: 6

Contract Field Staff

Labor Category Description: Secure asset property; prepare for market.

Education Certs: Licensed with appropriate liability insurance and skilled in inspecting and securing REO property.

Years Of Experience: 4

Realtor

Labor Category Description: Conduct Interior BPO with photos

Education Certs: Nevada Licensed Realtor with at least four years experience in completing BPOs on distressed foreclosed properties

Years Of Experience: 4.4

Managing Broker

Labor Category Description: Review and edit Realtor BPO

Education Certs: Bachelor level college degree, licensed as a Realtor with the Nevada Real Estate Division, have earned additional credentials in ABR, GRI and BPO, and has other Brokers or broker salespersons reporting to her.

Years Of Experience: 6

REO Department Manager

Labor Category Description: Issues forms and Correspondence

Education Certs: B.A., Licensed Broker Salesperson

Years Of Experience: 5

Relocation Assistance 101

Labor Category Description: Relocation Assistance 101 is conducted by an experienced & licensed Property Manager and a Real Estate Broker. The course reviews in extensive detail the many opportunities persons have when they are forced to leave their homes, and the various types of assistance they can reasonably expect to receive from lien holders, and how to access these funds. Additional program assistance is provided by the Instructors.

Years Of Experience: 2

Appraiser 1

Labor Category Description: Form 1004 Interior Appraisal

Time of Delivery: 10

Appraiser 2

Labor Category Description: Form 1073 Interior Condo Appraisal

Time of Delivery: 10

Appraiser 3

Labor Category Description: Form 1004 Interior Appraisal with REO Addendum

Time of Delivery: 10

Appraiser 4

Labor Category Description: Form 1073 Interior Condo Appraisal w/REO Addendum

Time of Delivery: 10

Appraiser 5

Labor Category Description: Form 2055 Drive-by Appraisal

Time of Delivery: 5

Appraiser 6

Labor Category Description: Form 2055 Drive-by Appraisal w/REO Addendum

Time of Delivery: 5